



BUILDING PERMIT WITH SITE PLAN AND ARCHITECTURAL REVIEW SECOND STORY REVIEW

Building Permit with Site Plan and Architectural Review is required of new two-story single-family dwellings and second-story additions to existing single-family dwellings.

What is a Building Permit with Site Plan and Architectural Review Second Story Review?

The Building Permit with Site Plan and Architectural Review Second Story Review process pertains to the construction of a new two-story dwelling and second-story additions to existing dwellings. Prior to filing a Building Permit with Site Plan and Architectural Review application you are encouraged to discuss the project with Development Services staff to determine if your project is appropriate for a Review. The first cycle review is done in 12 business days, with each subsequent review cycle also being 12 business days.

Building Permit with Site Plan and Architectural Review Second Story Preliminary Review.

The Building Permit with Site Plan and Architectural Review recommends that the applicant's initial submission be a Preliminary Review which would be reviewed by Planning staff only, which shall include a site plan, complete building elevations, and floor plans for the new two-story dwelling/proposed two-story addition to existing single-family dwelling. The initial comments from planning staff will deal primarily with building setbacks, floor area ratio, lot coverage, and the proposed architecture to determine the compatibility of the new structure within the context of the surround neighborhood. Please review the Building Permit with Site Plan and Architectural Review Second Story Preliminary Review form for the required submittal requirements.

I certify that I have submitted all of the required materials for this application. I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

The following checklist outlines the detailed submittal requirements for the Building Permit with Site Plan and Architectural Review Second Story Review

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (□) the box if the item is required for your application.

What will be required to process a Building Permit with Site Plan and Architectural Review Second Story Review?

After initially discussing your project with the Development Services staff to determine if the project qualifies for a Building Permit with Site Plan and Architectural Review Second Story Review, staff will check those items listed below which are to be submitted for the review. In order to allow staff to complete a thorough review of the project all required information shall be submitted with the initial submission. **Please carefully review the list of required materials and bring them with you upon project submittal.**

Schedule Time Line: The first cycle of review is generally completed within 12 business days from initial submittal of application. Projects that require additional review cycles will be completed in 12 business days. Upon approval of projects by all review disciplines, and compliance with all conditions, including payment of fees, barring any other legal prohibition, building permits will be issued.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will not occur until the submittal is determined to be complete.

Fees:

Fees in general can be categorized to two groups as outlined below:

A) Processing, review and inspection fees:

These deposit fees are aimed to cover the cost of providing services for processing, reviewing the application and plans and inspecting of the project during construction. Building, Planning, Engineering and others as may be needed from time to time are usually involved in review and approval of projects. Review for these disciplines, except building plan check, is charged on an hourly basis.

Review and Processing Fees due at the time of submittal:

1. The minimum deposit for your application for review by the Building Permit with Site Plan and Architectural Review is \$1,800. The minimum deposit is due at the time of submittal.

The actual charge will be based on staff time required to process the application including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be processed at the completion of the project (final inspection) if excess funds have been paid.

2. Building permit plan check fee is to be paid at the time of initial plan submittal. This plan check fee covers a total of 2 cycles of plan review and additional plan review (if necessary) fee may be assessed per time and material spent bases.

Inspection Fees:

Building Inspection permit fees are collected at the time of issuance of building permit and are used to fund inspection services. Additional fees for inspection of the trade permits such as electrical, mechanical and plumbing are also charged at this time.

B) Residential Development Impact Fees:

New single family residential dwellings always trigger payment of development impact fees. The development impact fees assessed for residential development include: Traffic, Capital Facilities, Fire Prevention, Park Facilities and Park Dedication In-Lieu fees. Impact fee credits are given for existing structures removed as part of a project.

For further information on development impact fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member at 510-494-4480.

NOTE: There may be other fees such as encroachment permit fee imposed by the City and other agencies in addition to building permit fees, at time of building permit issuance, depending on the project and the Master Fee Resolution in effect at time of application.

First Plan Review (12 working days):

This First Plan Review cycle is the first review of 90% complete working drawings and related design documents. This review requires submittal of all structural, and architectural, (civil, landscape, irrigation and grading plans as required). The submittal shall also include information necessary for review of other specific Fremont Municipal Code and development policy requirements. The following information is required for submittal:

- A. **Ninety percent (90%) complete working drawings.**
- B. **A completed planning and building permit application forms signed by:**
 - (1) The current property owner(s), authorizing the project proposal.

- (2) The signature of the person who prepared the submittal (front of this form), certifying its accuracy and completeness.

■ **C. Accurately dimensioned site plan showing:**

- (1) Property lines and street names.
- (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
- (3) Floor Area Calculation providing the total area of the ground floor and second story as well as the proposed new floor area.
- (4) Parking.
- (5) Fencing.
- (6) Easements on the property.
- (7) Existing trees proposed or required to be preserved showing trunk locations, and accurate canopy outline. Groves may be shown in an outline.
- (8) All land uses surrounding identified in proximity to the subject site.
- (9) Toe-of-the Hill line and Ridgeline, where applicable.
- (10) For projects in the Hill Area: Detailed grading and drainage plan, showing existing and proposed contours, finished floor elevations and drainage facilities proposed for the site and any areas tributary to the site. (This information may be provided on a separate sheet.

■ **D. The number of plans and other items required to be submitted for the First Plan Review are:**

- (1) Four sets of full-sized plans (rolled).

NOTE: Full-sized plans submitted must be not less than 17" x 24".

- (2) Two sets of the following:

(a) Structural calculations.

- (b) Specifications.
 - (c) Energy conservation calculations and required form.
 - ☐ (d) Soil report and/or geological study please call Plans and Permits if you have specific questions about this requirement at (510) 494-4460.
- (3) For buildings 50 years or older: a completed Identification of Properties for Potential Historic Significance form.
- (4) Single-Family, Home Sustainable Practices & Green Building
- E. **Floor plans indicating intended uses in all areas, building sections, framing plans, structural and architectural details.**
- F. **Elevations drawn to scale required for new buildings or exterior modifications only showing:**
 - (1) Each side of all proposed buildings and/or buildings proposed to be modified.
 - (2) Finish color and materials for all architectural elements must be labeled and keyed to material board for all elevations.
- ☐ G. **Complete civil drawings including:**
- ☐ (1) Grading and Drainage Plan showing the following:
 - (a) Existing and proposed grades, including estimated grading quantities.
 - (b) Finish floor elevations.
 - (c) Proposed stormwater treatment devices and site design measures.
 - (d) Location, pipe sizes, construction slope, invert and grate elevations of proposed underground storm drain lines.
 - (e) Hydraulic drainage calcs.
- ☐ (2) Utility Plans showing water, sanitary sewer, gas, electric, and cable.
- ☐ (3) Street Improvement Plans and Details

NOTE: Street improvement plans must be prepared by a qualified civil engineer licensed by the State of California.

■ H. **Title Report (dated within 6 months of application)**

■ I. **Tree Survey Plan showing the following:**

- (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
- (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
- (3) Trees labeled by number and tagged on-site per ISA standards.
- (2) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

- ☐ J. A front yard landscape plan maybe required with the second plan submittal depending on the amount of construction and site works proposed.
- K. **A material and color sample board** with an overall size not less than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information necessary to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
- ☐ L. Environmental impact assessment application/questionnaire.
- M. Completed Stormwater Treatment Measures and Impervious Surface Area form for all projects on lots \geq 10,000 square feet.
- N. Completed Single-Family Home Sustainable Practices & Green Building Form

NOTES:

- (1) Soils report will be required for all additions over 50% of existing building and new single family dwelling.

Second Plan Review (12 business days):

This is the review of corrected working drawings for compliance with building codes, other city ordinances, and outstanding comments resulting from First Plan Review, and conditions of Preliminary Review or other discretionary approval.

■ **A. Items required to be submitted for the Second Plan Review shall include:**

- (1) Written response to all City staff comments provided in the initial review cycle.
- (2) Corrected complete sets of plans with the original set as annotated by staff and a cover letter indicating the location of all corrections.
- (3) Corrected or updated calculations, specifications, reports and/or studies.

Required sets of plans.

- (1) The number of complete plan sets required for re-submittal is determined at the end of every plan check review cycle, and will be included in our comment letter. Full sized plans should be not less than 17" x 24".
- (2) Two sets of the following checked items (wet signed by the professional who prepared the material):
 - ☐ Lateral and vertical force calculations.

How can I get additional information?

For further information on any part of the Building Permit with Site Plan and Architectural Review Second Story Review process, please call (510) 494-4487 or (510) 494-4480. If you would like to make an appointment to submit a project, please call (510) 494-4443.

Information sheet furnished by: _____ Phone: (510) 494- _____

Proposal: _____

_____ Date: _____